

## INDIAN AFFAIRS MANUAL

Part:	1	Indian Affairs Directives System	
Chapter:	5	Area Directives	Page 1

**5.1 Purpose.** This chapter provides guidance on the issuance of Area Directives.

**5.2 Responsibilities.** Each Area Director is to publish any and all delegations of the Area Director's authority in an area directive. It is recommended that automatic orders of succession for key area and agency officials also be published in area directives.

**5.3 Scope.** Area Directors are also authorized to issue directives that further implement directives issued through the Indian Affairs Manual or that pertain to matters not covered by existing directives with the following limitations:

**A. Application** of Area Directives is limited to employees of the Bureau of Indian Affairs within the jurisdiction of the Area Office.

**B. Area Directives** must be consistent with established policies and procedures within Indian Affairs.

**5.4 Format.** Area directives should be in a format similar to that of the IAM.

**A. Filing.** Area directives should be placed following the IAM chapter which the area directive supplements.

**B. Subchapter Designation.** Area Directives should be designated by adding the letter "A" to the basic IAM chapter number.

**C. Headers.** The suggested heading for Area Directives, using chapter 2 of Part 5 as an example, is shown below.

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Part:	5	Management Accountability	
Chapter:	2	Audits of Contractors/Grantees	
Subchapter:	2A	Billings Area Directives	Page 1

**D. Footers.** It is recommended that a descriptive footer be included on each page of the Area Directives indicating the date of issuance, the release number (if used by the Area), and whether it is a new directive or replaces an existing directive. An example of a footer is shown below.

Issued: 09/30/98	COO Release #98-5	New
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**5.4 Distribution.** The reproduction and distribution of Area Directives is the responsibility of the issuing Area.

**5.5 Availability to the Public.** Each Area Office and its agencies are to maintain a complete set of Area Directives which are available to the public for inspection or for copying.